

APPENDIX A

DESIGNATED EMPLOYEES and DESIGNATED POSITIONS

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Accountant
 Accounting Supervisor
 Accounting & Financial Services Manager
 Asset Management Program Manager
 Assistant Housing Property Supervisor
 Assistant Rental Assistance Manager
 Assistant Resident Services Manager
 Board of Commissioners
 Budget Analyst
 Budget Officer
 Chief Executive Officer
 Chief Operating Officer
 Community Liaison
 Communications & Operations Development Manager
 Community Relations Specialist
 *Consultant
 Contracts Analyst
 Contract Employee
 Organizational Development & Training Manager
 Financial Specialist
 Housing Construction Specialist
 Housing Construction Supervisor
 Housing Finance & Development Manager
 Housing Supervisor
 Human Resources Manager
 Information Systems Manager
 Legal Counsel
 Loan Management Supervisor
 Loan Production Specialist
 Loan Servicing Specialist
 Members of the Housing Development Partners of San Diego
 Members of the Loan Committee
 Project Manager
 Purchasing Supervisor
 Rental Assistance Manager
 Reinvestment Coordinator
 Secretary to Chief Executive Officer
 Senior Accountant
 Senior Budget Analyst
 Senior Program Analyst
 Senior Systems/Data Base Manager
 Supervisory Project Manager
 Supervising Resident Initiatives Coordinator

"Commission Regulation 18700 defines "consultant" as an individual who, pursuant to a contract with a state or local government agency:

1) Makes a governmental decision whether to:

- a) Approve a rate, rule or regulation;
- b) Adopt or enforce a law;
- c) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- d) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
- e) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
- f) Grant agency approval to a plan, design, report, study, or similar item;
- g) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(2) Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

DISCLOSURE CATEGORIES

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Investments, business positions, interests in real property and sources of income and gifts shall include, but not be limited to, the following categories for reporting purposes:

1. Real property within the City of San Diego limits
2. Real estate development, maintenance or management companies
3. Construction, building materials or demolition companies
4. Engineering, surveying, architectural and appraising companies
5. Soils testing, analysis, and compaction companies
6. Office equipment and supplies companies
7. Newspapers, printing and reproduction services companies
8. Banks and savings and loan companies
9. Securities and investment companies
10. Title insurance and escrow companies
11. Financial audit services companies
12. Insurance companies, including brokers and agencies
13. Companies or consultants in the following categories:
 - a. Fiscal
 - b. Financial
 - c. Architectural
 - d. Legal (excluding income from sources other than those described in this Appendix)
 - e. Engineering
 - f. Planning
 - g. Property Management
 - h. Management and Administration
 - i. Economic
 - j. Real Estate
 - k. Appraisers
 - l. Property Acquisition
 - m. Relocation or moving
 - n. Hearing Officer
 - o. Technical and Developmental Training

General Provisions

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When a designated employee is required to disclose investments and sources of income, the employee need only disclose investments in business entities and sources of income that do business in the jurisdiction or have done business in the jurisdiction, within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. When a designated employee is required to disclose interests in real property, the employee shall disclose real property located whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned by the local government agency. (The boundaries of the Housing Commission's jurisdiction are depicted and described on Appendix D).

Designated employees or designated positions shall disclose their financial interest pursuant to the appropriate disclosure category as indicated in the chart on Appendix B.

The following positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government code Section 87200:
Accounting & Financial Services Manager

Late Filing. The filing officer may impose penalties for statements of economic interests that are filed late. The fine is \$10 per day beginning the day after the filing deadline, up to a maximum of \$100. Late filing penalties can be reduced or waived under certain circumstances.

The Chief Executive Officer is authorized to implement proposed revisions to the Designated Positions List as classifications are added and deleted. Changes to the approved Designated Positions List will be forwarded for document approval during the biennial review process per City Council Resolution 287239.

With respect to consultants, the Chief Executive Officer or designated authority may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

OR

The Chief Executive Officer or designated authority shall determine in writing whether a consultant shall be required to disclose economic interests in one or more categories listed in Appendix B. The Chief Executive officer may determine that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus will be required to disclose economic interests in fewer than all four categories. The Chief Executive Officer's written determination shall include a description of the consultant's duties and, based upon the description, a statement of the extent of the consultant's disclosure requirements. The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

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